

<b>RECORDS RETIREMENT REQUEST</b>				ASSIGNED BY RECORDS CENTER JOB NO. <b>59-266</b>	
Submit in original and 3 copies. One copy will be returned to the originating office when material is accessioned by Records Center.				FOR REFERENCE SERVICE ON RECORDS TRANSFERRED TO STORAGE COMPLETE FORM 490 AND REFER TO ABOVE JOB NUMBER.	
PART I (TO BE COMPLETED BY THE RECORDS CUSTODIAN)					
TO: Chief, Records Center.		FROM: (Office) <b>CHIEF, MANAGEMENT STAFF</b>		DIVISION	
		BRANCH		SECTION	
APPLICATION IS MADE FOR RETIREMENT OF THE RECORDS DESCRIBED BELOW					
DESCRIPTION OF FILE SERIES (Include: Name of File, Contents, Function, Arrangement and Inclusive Dates.) IF NECESSARY TO LIST RECORDS, USE FORM NO. 140A. RECORDS SHELF LIST (Check appropriate box below.)					
<p><b>MANAGEMENT STAFF PROJECT FILE</b></p> <p><b>a. Project Initiation File</b> Consists of Forms 30-27 Request or Proposal For Management Assistance From O&amp;M Service.</p> <p><b>b. Project Completion Reports File</b> Consists of Forms 30-28, Completion Report on Management Project by O&amp;M Service, which contains such information as date project was completed, immediate results, accomplishments, recommended future action, etc. (1953-1958)</p> <p><input type="checkbox"/> SHELF LIST ATTACHED <input type="checkbox"/> SHELF LIST INCLUDED IN TRANSFER</p>					
CLASSIFICATION OF RECORDS  <b>SECRET</b>			FILE EQUIPMENT OCCUPIED BY RECORDS  <input type="checkbox"/> LETTER <input type="checkbox"/> OTHER (specify) <input checked="" type="checkbox"/> LEGAL <b>1/2</b> NUMBER OF DRAWERS		
APPROXIMATE REFERENCE ACTIVITY PER MONTH  <b>None</b>					
LOCATION OF RECORDS					
BUILDING <b>1717 H</b>	ROOM <b>555</b>	EXTENSION <input type="checkbox"/>	DATE <b>18 Sept. 1958</b>	SIGNATURE OF RECORDS CUSTODIAN	
PART II (TO BE COMPLETED BY THE AREA RECORDS OFFICER)					
TYPE OF MATERIAL  <input checked="" type="checkbox"/> RECORD <input type="checkbox"/> NON-RECORD					
RESTRICTIONS ON USE OF RECORDS (If no restrictions write "None")  <b>MEMBERS OF MANAGEMENT STAFF ONLY</b>					
DISPOSITION AUTHORIZATION					
CITE SCHEDULE OR AUTHORITY  <b>RECORDS CONTROL SCHEDULE 30-56 DATED 26SEPT. 1956 ITEM 5</b>					
BUILDING <b>1717 H</b>	ROOM <b>555</b>	EXTENSION <input type="checkbox"/>	DATE <b>18 Sept. 1958</b>	SIGNATURE OF AREA RECORDS OFFICER	

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